

4. Provision of Burial Services and Lending of Ambulance and other LGU Vehicles				
Description of the Service: The City Government provides burial services to indigent families who have recently lost their loved ones and cannot afford the burial services offered by funeral homes. Burial services includes embalming, casket, and the internment service. Aside from burial services, the City Government also lends ambulance for mobility of patients between medical facilities or to their homes as well as other LGU vehicles requested for various purposes.				
Office or Divisions:		Office of the City Mayor		
Classification:		SIMPLE		
Type of Transaction:		G2C		
Who may avail:		All Ilagueño Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Burial Assistance: 1. Certificate of Indigency 2. Death Certificate For Ambulance or other LGU Vehicles: 1. Request Letter		From the Barangay From the Office of the Civil Registrar From the Client		
CLIENT’S STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Present requirements for verification	Accept, assess, and verify the documents	None	2 minutes	Judith Rapadas Administrative Aide VI -or-
2. Proceed to Ilagan Mayor’s Action Center (IMAC) to sign waiver (before claiming burial services) or sign the agreement of usage (before the release of requested LGU vehicle	Approve the request	None	1 minute	Rowena Macugay Administrative Aide IV
	Endorse the request to Ilagan Mayor’s Action Center (IMAC) for the provision of burial assistance or LGU vehicle	None	2 minutes	Dr. Josemarie Diaz City Mayor Valerie Santiago Statistician III -or-
	IMAC Staff will present waiver (for burial assistance) or agreement of usage (for LGU vehicle) for the client to sign; upon signature, provide the burial service/LGU vehicle to client	None	5 minutes	IraTaryn Blanco Community Affairs Officer II Leandro Balingao IMAC Staff